

National Aeronautics and
Space Administration
Headquarters
Washington, DC 20546-0001



October 12, 2007

Reply to Attn of: **Environmental Management Division**

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Assistant Administrator for Infrastructure and Administration

SUBJECT: NASA Environment and Energy Blue Marble Awards Request for Nominations

We are very pleased to announce a call for nominations for the 2008 NASA Environment and Energy Awards. The Office of Infrastructure and Administration will administer the program again this year, and is currently seeking nominations based on excellence demonstrated during Fiscal Year 2007. One individual and one group award may be given in three award categories: 1) NASA Environmental Quality Award; 2) NASA Excellence in Energy and Water Management Award; and 3) NASA Environmental Management Division Director's Environment and Energy Award. The nomination form and supporting documentation are enclosed and are also available at <http://nets.grc.nasa.gov/bluemarble.htm>. Awardees will receive non-monetary "Blue Marble" Awards as part of the 2008 Environment and Energy Conference.

Please distribute this announcement broadly within your organization. Nominations may be submitted by any NASA employee and must be coordinated with the Center Blue Marble Awards Representative and endorsed by the Official-in-Charge. Nominations must be received by January 11, 2008. This program is an opportunity for NASA to raise internal awareness of the important role employees and contractors play, often behind the scenes, in enabling environmentally sound mission success and mitigating environmental risk. It also provides a NASA-wide approach for meeting specific employee recognition requirements in the Greening-the-Government series of Executive Orders. Additionally, this program enables NASA to increase participation in and potentially gain wider recognition of NASA employee achievements through prestigious external environment and energy award programs.

If you have any questions, please contact Kathleen Callister, NASA Environment and Energy Award Program Coordinator at 202-358-1953.

A handwritten signature in black ink, appearing to read "Olga M. Dominguez".

Olga M. Dominguez

4 Enclosures:

1. Program Overview
2. Award Categories
3. Award Selection Criteria
4. Nomination Form (NASA Form 1714)

Officials-in-Charge of Headquarters Offices

Deputy Administrator/Ms. Dale

Associate Administrator/Mr. Scolese

Chief of Staff/Mr. Morrell

Associate Deputy Administrator/Mr. Scales

Assistant Associate Administrator/Ms. Johnson

White House Liaison/Ms. Cherry

Assistant Administrator for External Relations/Mr. O'Brien

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Porter

Associate Administrator for Exploration Systems Mission Directorate/Dr. Horowitz

Associate Administrator for Institutions and Management/Mr. Luedtke

- Assistant Administrator for Diversity and Equal Opportunity/Ms. Manuel
- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure and Administration/Ms. Dominguez
- Assistant Administrator for Internal Controls and Management Systems/Mr. Henn (Acting)
- Assistant Administrator for Procurement/Mr. McNally
- Assistant Administrator for Security and Program Protection/Mr. Saleeba
- Assistant Administrator for Small Business Programs/Mr. Delgado
- Executive Director, NSSC/Mr. Arbuthnot

Associate Administrator for Program Analysis and Evaluation/Dr. Pace

Associate Administrator for Science Mission Directorate/Dr. Stern

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Chief Engineer/Dr. Ryschkewitsch

Chief Financial Officer/Mr. Spoehel

Chief Health and Medical Officer/Dr. Williams

Chief Information Officer/Mr. Pettus

- Director, Integrated Enterprise Management Program/Deputy CIO/Mr. German

Chief Safety and Mission Assurance/Mr. O'Connor

Chief of Strategic Communications/Mr. Hopkins

- Assistant Administrator for Communications Planning/Mr. Hopkins
- Assistant Administrator for Education/Dr. Winterton
- Assistant Administrator for Legislative and Intergovernmental Affairs/Mr. Bruner (Acting)
- Assistant Administrator for Public Affairs/Mr. Mould

Director, Innovative Partnerships Program Office/Mr. Comstock

Director, Office of Program and Institutional Integration/Mr. Keegan

General Counsel/Mr. Wholley

Inspector General/Mr. Cobb

Directors, NASA Centers

Ames Research Center/Dr. Worden

Dryden Flight Research Center/Mr. Petersen

Glenn Research Center/Dr. Whitlow

Goddard Space Flight Center/Dr. Weiler

Jet Propulsion Laboratory/Dr. Elachi

Johnson Space Center/Mr. Coats

Kennedy Space Center/Mr. Parsons

Langley Research Center/Ms. Roe

Marshall Space Flight Center/Mr. King

Stennis Space Center/Mr. Cabana

cc:

Director, Strategic Investments/Mr. Shank

Executive Secretariat/Mr. Box

Office of the Administrator/Ms. Mays

Office of the Administrator/Ms. Sweeney

Office of the Deputy Administrator/Dr. Keiser

Office of the Deputy Administrator/Ms. Potter

NASA Environment and Energy Awards 2007 Program Overview

The NASA Environment and Energy Award Program recognizes NASA civil service employees and contractor personnel who demonstrate environmental leadership while carrying out NASA's primary mission. The program was developed in accordance with NASA Procedural Requirements (NPR) 3451.1, NASA Awards and Recognition Program and approved in 2005.

The awards program contributes to NASA's mission by: 1) raising internal awareness of the important role employees and contractors play, often behind the scenes, in enabling environmentally sound mission success; 2) providing a NASA-wide approach to meeting specific employee recognition requirements in the Greening-the-Government series of Executive Orders; and 3) leading to increased participation and potentially wider recognition of NASA employees in important external environment and energy award programs, many of which are identified in NASA's quarterly calls for nominations. These honorary, non-monetary awards are also referred to as the "Blue Marble" Awards.

I. Purpose

The purpose of the NASA Environment and Energy Award Program is to recognize the right people at the right time and event for the right contribution in furthering NASA's environmental and energy management goals. To that end, this award program:

- A. Provides a NASA-wide incentive for NASA civil service employees and contractor personnel to assist NASA in carrying out its Federal stewardship responsibilities consistent with numerous Federal policies, laws, and regulations and with provisions in several major Federal environmental laws to use our authorities to further the purposes of these laws.
- B. Responds to direction in Executive Order 11514, Protection and Enhancement of Environmental Quality, NASA Policy Directive 8500.1A, NASA Environmental Management, and various major environmental laws such as the Clean Air Act, Clean Water Act, Comprehensive Environmental Response, Compensation, and Liability Act, National Energy Conservation Policy Act, National Environmental Policy Act, National Historic Preservation Act, and Resource Conservation and Recovery Act, to exercise leadership, and the Greening-the-Government series of Executive Orders to establish employee recognition programs.
- C. Allows for nomination of NASA Environment and Energy Award recipients to external award programs.

II. Administration of the Award Program

The Office of Infrastructure and Administration is responsible for administering the NASA Environment and Energy Award Program. Responsibilities include developing and annually reviewing award criteria; calling for and receiving nominations from Officials-in-Charge; convening, chairing, and providing staff support to the Environment and Energy Award Committee (Award Committee); forwarding recommendations of the Award Committee for award selections to the Assistant Administrator for Infrastructure and Administration for final selection; notifying award recipients and nominees of the award selection; arranging presentation of the awards; and coordinating with the Office of Human Resources for nominations to other internal and external award programs.

The Office of Infrastructure and Administration is in the process of forming the Environment and Energy Award Committee for 2008. This will include participation by the mission directorates or their designees and the Assistant Administrator for Equal Opportunity Programs or designee. The Office of Infrastructure and Administration may request participation as needed on the committee by other NASA employees whose special expertise would aid in reviewing nominations and making recommendations for specific awards.

III. Eligibility

NASA civil service employees are eligible for individual and group awards. Any NASA group, such as a Center or Component Facility, Division or team, is eligible for group awards. Contractors are eligible as members of a NASA group unless specifically excluded in the award criteria. Eligibility must not be limited by race, color, national origin, religion, sex, handicapping condition, or age. Eligible individuals or groups may be nominated in more than one award category.

IV. Award Categories

NASA Environment and Energy Award categories include: 1) Environmental Quality, 2) Excellence in Energy and Water Management, and 3) Director's Environment and Energy Award.

- A. The "NASA Environmental Quality Award" provides for one individual award and one group award. Individual and group nominations may be made in any one or more of the five following subcategories: a) greening the government, b) environmental management, c) conservation, d) environmental remediation, and e) environmental communication.
- B. The "NASA Excellence in Energy and Water Management Award" provides for one individual award and one group award. Nominations may be made in any one or more of the following three subcategories: a) energy efficiency, b) water conservation, and c) renewable energy use.

- C. The "NASA Environmental Management Division Director's Environment and Energy Award" (Director's Award) provides for one individual award and one group award. The Director's Award recognizes exceptional leadership or professionalism in enabling environmentally sound mission success at NASA facilities or in NASA activities

Selection criteria is provided for each award category (two page attachment) and will be reviewed and updated annually as appropriate.

V. Nomination Process

As established in the approved program, the nomination process must be conducted in a manner that recognizes the broadest number of people and organizations possible, while maintaining fairness and integrity in the process. The Office of Infrastructure and Administration is issuing a call for nominations to Officials-in-Charge in November 2007. The call includes the criteria, format, address, and deadline for submission of nominations. Officials-in-Charge are requested to distribute the announcement broadly within their organization and solicit nominations. The deadline for receipt of nominations by the Office of Infrastructure and Administration must be no later than January 11, 2008.

Officials-in-Charge must screen nominations according to the award criteria included in the call for nominations. Each nomination package must be received by the deadline and at the location specified in the call for nominations. Each nomination package must also be consistent with the format specified in the call for nominations, endorsed by the Official-in-Charge, and include a proposed 25-word citation. Below is a summary of the process detailed in the approved award program.

A. Award Committee Review and Recommendations

The Office of Infrastructure and Administration must convene a meeting of the Award Committee and designate a committee chairman no later than February 28, 2008. Any Award Committee or subcommittee member who is nominated for a specific award will be required to withdraw from the screening and selection process for that specific award. The Award Committee or subcommittee must review nominations using the criteria included in the call for nominations and detailed in the program procedures. Award Committee or subcommittee recommendations need not reflect a consensus, but may be based on a simple majority vote. The Award Committee chairperson must forward the Award Committee's recommendations on or before April 4, 2008, of the respective award period to the Assistant Administrator for Infrastructure and Administration for final approval.

B. Approval and Notification of Awards

The Assistant Administrator for Infrastructure and Administration, upon receipt of the Award Committee' recommendations, must convene a panel to include herself or a designee as chairperson and two other Assistant or Associate Administrators or their designees. The purpose of the panel is to review and approve the final selection of award recipients. The Assistant Administrator for Infrastructure and Administration will approve final selections no later than April 30, 2008. The Office of Infrastructure and Administration will notify award recipients as soon as possible of their selection, and may make a broad announcement. The award recipients will be invited to the 2008 Environment and Energy Conference.

**NASA Environment and Energy "Blue Marble" Awards
2008 Summary of Award Categories**

NASA Environment and Energy Award categories include: 1) Environmental Quality, 2) Excellence in Energy and Water Management, and 3) Director's Environment and Energy Award.

A. The NASA Environmental Quality Award

This award provides for one individual award and one group award. Individual and group nominations may be made in any one or more of the five following subcategories: a) greening the government, b) environmental management, c) conservation, d) environmental remediation, and e) environmental communication.

- a. "Greening the Government" for demonstrating excellence in:
 - i. Implementing affirmative procurement requirements;
 - ii. Minimizing material use and waste (solid and hazardous);
 - iii. Reducing the use, storage, or transportation of selected chemicals (such as ozone depleting substance and toxic chemical release inventory);
 - iv. Reducing petroleum consumption;
 - v. Using alternative fuels;
 - vi. Improving recycling and reuse;
 - vii. Implementing beneficial landscaping; or
 - viii. Other innovative "green government" initiatives, such as "green meetings."
- b. Environmental Management for demonstrating excellence in:
 - i. Applying sustainability principles in the design of, or specifications for, NASA activities;
 - ii. Developing or implementing Environmental Management Systems at NASA Centers (with measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate and demonstrate a compliance component and continual improvement); or
 - iii. Implementing life cycle assessments, environmental cost accounting; or environmental impact analysis (for quantitatively or qualitatively considering the full range of environmental costs and impacts of NASA activities)
- c. Conservation for demonstrating excellence in preserving or enhancing such environmental resources or services as:
 - i. Cultural resources, including historic, archeological, and paleontological resources;
 - ii. Water and water related resources, such as groundwater, surface water supplies, wetlands, floodplains, lake, river, estuary, coastal and marine resources;
 - iii. Air quality, including but not limited to indoor air quality; or
 - iv. Biological resources, including wildlife, fish, plants, ecosystems, and soils.

- d. Environmental Remediation for demonstrating excellence in:
 - i. Applying innovative technologies;
 - ii. Enlisting cleanup partners;
 - iii. Accelerating cleanup timeframes;
 - iv. Involving local communities;
 - v. Identifying cleanup opportunities for small and disadvantaged businesses; or
 - vi. Reducing associated NASA environmental cleanup liability.
- e. Environmental Communication for demonstrating excellence in facilitating informed decision making and effective and efficient implementation of NASA programs, projects, or activities involving environmental or energy considerations using such processes as:
 - i. Involving the public;
 - ii. Communicating, consulting, and coordinating with other Federal agencies, State, local, and Tribal governments, or other countries;
 - iii. Creating partnerships with non-Federal individuals or organizations;
 - iv. Creating and implementing training, education and awareness activities; or
 - v. Using innovative information or knowledge management techniques, such as geographic information systems, remote sensing, and e-Government.

B. The NASA Excellence in Energy and Water Management Award

This award provides for one individual award and one group award. Nominations may be made in any one or more of the following three subcategories: a) energy efficiency, b) water conservation, and c) renewable energy use

- a. Energy Efficiency for making significant improvements in energy efficiency or reduction in energy costs for NASA facilities or mobile equipment based on implementing innovative projects, measures, or management techniques;
- b. Water Conservation for making significant reductions in water use or cost based on implementing innovative projects, measures, or management techniques including, but not limited to, facility retrofits, water reclamation and recycling programs, and water conserving landscaping practices at NASA facilities or through NASA activities, including, but not limited to, such actions as research design, contract approvals, grant approvals, use agreements, and leases; or
- c. Renewable Energy Use for advancing the use of renewable energy resources, such as solar, wind, and biomass, based on on-site applications or energy supply purchases from new renewable energy sources at NASA facilities or through NASA activities, including, but not limited to, such activities as research design, contract approvals, grant approvals, use agreements, and leases.

C. The NASA Director's Environment and Energy Award

This Environmental Management Division Director's Award provides for one individual award and one group award. The Environmental Management Division Director's Award recognizes exceptional leadership or professionalism in enabling environmentally sound mission success at NASA facilities or in NASA activities. The criteria for leadership must be consistent with that of other NASA leadership awards.

NASA Environment and Energy "Blue Marble" Awards 2008 Summary of Selection Criteria

The Office of Infrastructure and Administration will form an Environment and Energy Award Committee (Award Committee) to review nominations submitted for 2008 Blue Marble Awards. The Award Committee will include representatives from the Mission Directorates and the Office of Diversity and Equal Opportunity. Each member will be asked to independently review and score all nominations received. The selection criteria will be the same as that used to rank and select the 2007 Blue Marble Awards.

Each nomination received by the deadline will be scored based on five factors to be weighted equally:

1. **Impact to Mission.** This includes cost savings reported and risk reduction resulting from the program or project being nominated.
2. **Scope of the Impact.** This factor considers if the program or project being nominated had/has a center-wide, national, or global reach.
3. **Scalability/Extensibility.** This factor considers if or how well the program or project being nominated can be applied or extended to future uses.
4. **Ingenuity/Creativity/Leadership.** This factor considers if the program or project is/was outside the scope of the normal job duties of the individual or team.
5. **Teamwork/Collaboration.** This factor considers the collaboration used by the individual or group to complete the program or project being nominated.



National
Aeronautics and
Space
Administration

NASA Environment & Energy Award Program Nomination

SUBMIT COMPLETED FORM AND 6 COPIES OF MATERIALS REQUESTED TO: NASA ENVIRONMENT & ENERGY AWARD COMMITTEE,
C/O COORDINATOR, ENVIRONMENTAL MANAGEMENT DIVISION. SEE REVERSE FOR INSTRUCTIONS.

CATEGORIES (Check one category; also check subcategory, if applicable. If the nominee is being nominated in more than one award category, a separate form must be submitted for each nomination.)

- | | |
|---|---|
| <input type="checkbox"/> NASA ENVIRONMENTAL QUALITY AWARD | <input type="checkbox"/> NASA EXCELLENCE IN ENERGY AND WATER MANAGEMENT AWARD |
| <input type="checkbox"/> "GREENING THE GOVERNMENT" | <input type="checkbox"/> ENERGY CONSERVATION |
| <input type="checkbox"/> ENVIRONMENTAL MANAGEMENT | <input type="checkbox"/> WATER CONSERVATION |
| <input type="checkbox"/> CONSERVATION | <input type="checkbox"/> RENEWABLE ENERGY USE |
| <input type="checkbox"/> ENVIRONMENTAL REMEDIATION | <input type="checkbox"/> NASA DIRECTOR'S ENVIRONMENT AND ENERGY AWARD |
| <input type="checkbox"/> ENVIRONMENTAL COMMUNICATION | |

NOMINATION TYPE (Check as appropriate)

- ☐ INDIVIDUAL ☐ GROUP (List group members, whether civil servant or contractor, and business address on separate sheet)

NAME OF NOMINEE (Individual or Group)

NOMINEE PHONE (If Individual)

NASA MAIL STOP (If applicable)

POSITION/TITLE OF NOMINEE (If Individual)

DATE OF ACTIVITY

FROM

TO

SUPERVISOR OF NOMINEE (Individual or Group)

E-MAIL

PHONE

FAX

SHORT NAME OF ACTIVITY FOR WHICH INDIVIDUAL OR GROUP IS BEING NOMINATED (If non-government, describe relationship to NASA)

JUSTIFICATION (Respond to criteria in call for nominations. May attach additional sheets.)

THIS INFORMATION IS CONFIDENTIAL. THE COMMITTEE MEMBERS WILL NOT KNOW WHO SUBMITTED THE NOMINATION.

NAME OF NOMINATOR

NASA MAIL STOP

PHONE

POSITION/TITLE

E-MAIL

FAX

NOMINATOR'S SIGNATURE

DATE

CENTER AWARD MANAGER NAME AND SIGNATURE

DATE

PHONE

FOR GROUP AWARD, NAME OF INDIVIDUAL (if known) WHO WOULD REPRESENT GROUP AT AWARD CEREMONY

SUGGESTED CITATION WHEN PRESENTING AWARD (25 words or less)

INSTRUCTIONS

NASA's Environment and Energy Award Program recognizes employees and contractors for demonstrating environmental leadership while carrying out NASA's primary mission. This Award Program provides recognition in several categories reflecting the range of NASA efforts to assure a more sustainable future. Please see call for nominations for deadlines, eligibility and information requirements for each specific award category. Where a sub category is available, please check if applicable. In some years no award may be given. See call for nominations. The NASA Director's Environment and Energy Award will recognize an exceptional contribution to environmental excellence at NASA from the pool of nominees in all categories.

Contact the NASA Environment and Energy Award Program Coordinator at (202) 358-0230 for additional information or to obtain a copy of the award procedures or call for nominations.

Submit nomination materials in one package to:

**Office of Infrastructure and Administration
ATTN: NASA Environment and Energy Award Program Coordinator
NASA HQ, Environmental Management Division
300 E Street, SW
Washington, DC 20546-0001
Telephone: (202) 358-0230
Facsimile: (202) 358-3948**

Package must be received by deadline specified in call for nominations. Please retain a copy of the nomination package. Shipping by courier is recommended. Incomplete nominations will be returned. The review committee may request additional information.

The certificate will be presented on Earth Day, during the biennial NASA Environment and Energy Conference, or at another appropriate location as soon as practical after the award is announced.